

Central Montana Wildland Engine Academy
IMT Planning Meeting Notes
Tuesday – February 15, 2005

Wedsworth Hall
Cascade, Montana

The following action items were completed by the IMT at the planning meeting that was held from 1900 – 2200 hours on Tuesday evening February 15, 2005.

Command

- The Public Information Officers will be working with the academy web site through DNRC to get the academy announcements out by March 1, 2005
- The Safety Officer will be working on the safety messages for the IAP, and confirmation packages for the March 15, 2005 planning meeting.
- The IBA will work on the Land Use Agreement follow-up with the Landowner by April 1, 2005
- Curt Tesmer will be following up on the line officer letter drafted by DJ Bakken on the comments from the IMT.
- It was decided if the two photographers from the Helena Area would like to provide a photo log of the academy for those attending, they are welcome to take pictures during the academy. Individuals that are interested in obtaining a photo log will have to pay for this at the academy.

Operations:

- The Sand table exercise will be rescheduled from April 6, 2005 to Wednesday April 20, 2005 at 1800 hours at the DNRC office on 8001 North Montana Avenue in Helena. .
- The TFLD coaches and trainees will be asked to start attending the March and April planning meetings as part of the After Action Review (AAR) actions items from 2004. Grady will work with Brad McBratney and Ray Brown Jr. on contacting the TFLD coaches and trainees regarding the planning meeting on March 15, 2005 and sand table exercise on April 20, 2005 by March 1, 2005.
- The training evolution package prepared by Ray Brown Jr. was reviewed by Operations and approved with changes. Will need input from the Wildland/Urban Interface and Driving Training instructors by March 15, 2005. Grady will get with Ray Brown Jr. to finalize the package to get printed for the academy by April 1, 2005.
- An incident within an incident, IA plan, and evacuation plan will be prepared at the next planning meeting in March.
- TFLD identified as trainees are Andy Burgoyne, Jim Maher, Jackie Colombe, John Andrecheck, Kris Summerfield, and Russ Worl
- TFLD identified as coaches are Butch Kroll, Ted Stroud, John Reisler, Tim Horn, Steve Gist and Clint Loss.

Planning:

- Registration packages will be sent out by March 1, 2005 in the mail and posted on the DNRC Web site which will be due April 15, 2005. Confirmation packages will be sent out by April 25, 2005. A planning meeting will be held between April 16 and 24, 2005 for the IMT.
- Dan Buckley and Katy James worked on the recognition of Rudy Jones for the IAP.
- The academy registration package was reviewed and approved by the IMT. The registration forms will be on the web site to be down loaded and sent into as a hard copy. No on-line registration will be developed for the web site.
- The mailing list was updated and will be revised by DNRC for the next academy planning meeting and DNRC web site.
- The GIS maps prepared by Kris Hardman, was reviewed and corrections made. Kris will get these updated to be reviewed by the IMT at the next planning meeting. A field review will be made on March 5, 2005 by those interested in attending. Plan on meeting at 1200 hours at the Wedsworth Hall and Dennis Birkenbuel will be the IMT coordinator for the field visit.
- The Academy Banner was revised by Kris Hardman and approved by the IMT. The IMT thanked Kris for all her work on the GIS maps and banner.
- The FBAN will contact the Great Falls Weather service regarding their involvement with the academy.
- The RESL and Status-Check In recorder is working on the forms with plans and the ISUITE Program.
- The DNRC Training Specialist will work with the PIO's regarding fire line safety training for the media and the IMT at the academy.
- The FOBS position is now vacant and will be decided at the next planning meeting if it needs to be filled.
- Burn plan is needed from Dick VanAuken for the IAP and operations to review.

Logistics:

- A dinner will be completed on Friday night for those not attending the line officer training. It is important that we continue to work with the Food Unit Leader on (FDUL) in maintaining a good accountability on the number of individuals attending the academy.
- Karmen reported on the letter that was sent to some of the vendors and is waiting on a response for future donations. She will get a list of food items needed for the academy and will contact Darrell Folkvord about Wheat Montana and Sysco.
- Dennis Birkenbuel did get in touch with Joe Tripp about the dinner on Friday night (5/13/05) and the Food Unit Leader will work with the landowner on the spaghetti dinner for the academy and the line officer training
- The MEDL needs to bring at the next planning meeting the medical plan for the IAP.

- COML was not able to print the communication plan for the academy. It will get e- mailed to Grady and forwarded onto the Plans for the IAP. Jeff Dobbs is not able to serve as the FACL for the academy.
- Ray Beck of DNRC has been contacted and is interested in helping out as the FACL. Jeff will continue to help with Dan regarding the academy web site.
- GSUL and Staging Area Manager will work on the O and E numbers with Plans
- Grady reported that the Lewis & Clark County Public Works will still be providing traffic barriers and safety cones for the academy.
- Logistics' needs to get a list of items needed by the IMT so those individuals that can provide logistic support can work on the list for the academy by the next academy planning meeting in March.

Finance/Administration:

- The hat and t-shirt order form was finalized and forward onto plans for the registration package.
- It was agree to spend up to \$210.00 for 30 hats for the line officer training.
- ISUITE training for the Finance/Administration will be held on March 8, 2005 from 1400 – 1600 at the DNRC Department Headquarters. Carolyn Wolf the ISUITE Specialist for the IMT is the coordinator for the training.
- Grady will get with Kris Hardman on the academy certificates and wording.
- The TFLD coaches will pay \$10.00 for the academy IMT and TFLD trainees will pay the \$65.00 registration fee for the academy.
- Finance is starting to collect the \$10.00 fee for the IMT.
- An updated Academy Financial Budget will be prepared for the March planning meeting

The next planning meeting is scheduled for Tuesday – March 15, 2005 at 1900 hours at the Wedsworth Hall in Cascade.

Respectfully submitted

/s/**Richard E. Grady**
 Richard E. Grady
 Helena Unit Fire Supervisor
 DNRC

2/16/05